



TOWN OF SURFSIDE

MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009

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OCCUPATIONAL LICENSE INSTRUCTIONS

In order to process your occupational license application correctly, the Town Occupational Licensing Department needs the following:

1. The applicant's name and address; the name of the business, profession or occupation for which the license is sought; the name and address of the owner and operator of the business, profession or occupation and if a corporation, the names and addresses of each of its corporate officers and its resident or registered agent; the type or classification of the business, profession or occupation and the relationship of the applicant to said business; the location on the Town where the business will be operated; date of birth, social security number and driver's license number of the owner/operator; and any applicable federal employer identification numbers.
2. The square footage of the facility; the capacity; capital invested, merchandise or property contained within the business, the stock carried, number of persons or things employed or engaged; the quantity, property or retail stock value; or such other information as may be required by the Town Code for the purposes of determining the proper license fee.
3. If the applicant is a Corporation or partnership, the full name of the corporation or partnership and the state of the organization.
4. If the business is to be conducted under another name than its own, the business name and county of registration under section 865.09, Florida Statutes
5. In the emergency locator section of the application, the Applicant shall fill out the names, business and residence addresses and residence and business phone numbers of the owner or owners and the manager or other persons to be notified in case of fire or other emergencies. Be advised any changes in the period of time for which the license is issued shall be made to the Manager in writing.

6. The applicant shall print and sign his name to the application immediately below the statement "The undersigned has carefully reviewed this application and all information contained herein has been freely and voluntarily provided and all the facts, figures and statements contained in this application are true and correct"
7. Those businesses required to obtain a certificate of use must do so prior to the issuance of an occupational license.
8. All apartment houses, buildings, hotels, motels and any buildings with more than one efficiency apartment or room must submit a smoke detector report completed by a fire alarm company prior to the issuance of the original license and annually thereafter at the time of renewal. A license will not be issued until the detector report form is properly completed and submitted.
9. All businesses and professions regulated by the State of Florida must submit a copy of their current State license prior to the issuance of their original Town License and thereafter, each year at the time of renewal. Only the State License itself, or in the case of the Hotel and Restaurant Division, a receipt issued by the State, shall constitute proof of current State licensure.
10. All establishments which serve alcoholic beverages shall submit a notarized affidavit acknowledging that they are aware of the requirements of Section 562.11, Florida Statutes, prohibiting the serving of alcoholic beverages to minors and that they agree to comply with those requirements as a condition of holding the Town Occupational license applied for.
11. All restaurants, hotel kitchens, bars, cafeterias, delis and any establishment where grease can be introduced into the drainage system are required to submit a copy of a valid grease trap inceptor permit issued for that establishment as required by the Florida Building Code.
12. The payment of a non-reimbursable application fee of \$25.00 is due at the time of application. The application fee will be deducted from the license fee if and when the license is issued.

Occupational Licenses are issued for a period of one year. The Occupational License Year runs October 1 thru September 30 and must be renewed annually.